

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

December 1 – December 31, 2007

**Submitted
to**

**U.S. Environmental Protection Agency
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San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
December 2007**

**TOAM: Elaine Chan
PM: Patrick Gookin**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on December 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on December 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on December 4.

The Major Projects Status Report was submitted to the TOAM on December 14.

An RMS IV updated the *Circulation Department Procedures Manual and Document Processing Team Manual* on December 28 and submitted it to the TOAM for review.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,661 documents and edited 3,304 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 12.9 lft. of new documents, of which 10.6 lft. were federal facilities documents, and processed 3 new sites. In addition, 2.5 inches of Oil Facilities Response Plans were received.

Staff shifted approximately 6.2 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV shelf-read the entire site assessment collection (387 lft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 1st quarter quality-assurance review of new personal and organizational name authority file entries.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

19.5 lft. of documents were picked up from EPA regional offices. 4 Transfer of Records forms were processed.

8.4 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the San Fernando Valley Glendale Chromium OU Administrative Record (6.25 lft.).

Staff performed quality assurance on .8 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings Report, updated December 12.

- FRC Storage Report, updated December 12.

- On-Site Storage Report, updated December 12.

- Contracts On-Site Storage Report, December 7, 14, 21, and 28.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning staff prepared, scanned, and quality assured 1,750 documents (80,118 pages) during December and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 4 SCAP accomplishment documents during December.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Six Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

DEL AMO FACILITY, OU 01 and 02 (SSID 0936)
DEL MONTE CORP (OAHU PLANTATION), OU 00 (SSID 09AG)
HASSAYAMPA LANDFILL, OU 00 (SSID 09B8)
J.H. BAXTER & CO, OU 01 (SSID 0974)
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)
VALLEY WOOD PRESERVING INC, OU 01 (SSID 09K5)

Staff received 9 requests for cost package and/or contract documents, performed 11 database searches in SDMS/Lotus Notes and provided 40 documents for EPA staff during December. Site-specific charges occurred for the following sites:

COOPER DRUM, OU 01 (SSID 091N)
CYPRUS TOHONO MINE, OU 00 (SSID 09JT)
LAVA CAP MINE, OU 01 (SSID 093Y)
MEW STUDY AREA, OU 01 (SSID 09M6)
MOTOROLA, INC. (52ND STREET PLANT), OU 15 (SSID 09BE)

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 3.1 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	04	AEROJET GENERAL CORP (RANCHO CORDOVA)

SSID	OU	SITE NAME
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09QP	00	ALL METAL PROCESSING
09DJ	01	AMCO CHEMICAL
09NW	00	AMERICAN SAMOA HIGH SCHOOL LABS DEUX
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09KC	00	ARCHIE GOH DEBRIS FIRE SITE
09JS	01	ASARCO INC HAYDEN PLT
09PP	00	AUCLAIR DUMP SITE
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
09ZZ	N/A	CAMP H M SMITH
091M	00	CANTARA LOOP TRAIN WRECK
093H	01	CASMALIA RESOURCES
09AQ	00	CENTRAL EUREKA MINE
091N	01	COOPER DRUM
09ZZ	N/A	COVE TRANSFER STATION
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09HB	01	DENOVA ENVIRONMENTAL INC.
09P8	01	EDWARDS AIR FORCE BASE
09DF	00	ENVIROPUR/PRC
09Q7	01	GEORGE AIR FORCE BASE
09X6	00	HALACO ENGINEERING CO
09ZZ	N/A	HAMILTON AIR FORCE BASE
09BL	00	HICKAM AIR FORCE BASE
09NT	01	HIGHWAY I60/MILE 327 RADIATION SITE
09ZZ	N/A	HUGHES AIRCRAFT CO MSD DIV
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09F6	01	JASCO CHEMICAL CORP
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	00	LAVA CAP MINE
091A	01	LEVIATHAN MINE
09ZZ	N/A	LIVERMORE ARCADE SHOPPING CENTER
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
09ZZ	N/A	MARINE CORPS BASE HAWAII
09ZZ	N/A	MARRIOTT TUCSON LINEN
0941	01	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09BZ	01	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	00	MOTOROLA, INC. (52ND STREET PLANT)
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)

SSID	OU	SITE NAME
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	09	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	17	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09BE	25	MOTOROLA, INC. (52ND STREET PLANT)
098J	00	NAVAL AIR STATION AGANA
09ZZ	N/A	NAVAL FACIL GUAM
09ZZ	N/A	NAVAL MAGAZINE LUALUALEI
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	ORPHAN MINE
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09ZZ	N/A	POAMOHO RAG DISPOSAL AREA
0921	01	PURITY OIL SALES INC.
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SAN LUCY FARM AIRSTRIP
09AV	00	SANDERS AVIATION
09QL	00	SANTA SUSANA FIELD LABORATORY (SSFL)
0980	01	SHARPE ARMY DEPOT
09ZZ	N/A	SPECIFICATION CHROMIUM CORP
09K2	01	SULPHUR BANK MERCURY MINE
09ZZ	N/A	TALLEY INDUSTRIES OF AZ
09M1	01	TARP
09Q5	01	TRACY DEFENSE DEPOT
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09L9	01	TUCSON AFP 44
091C	01	TUCSON SOURCES
09R8	01	UNIDYNAMICS PHOENIX INC (GOODYEAR)
095X	00	VALETERIA DRY CLEANERS
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VARIAN ASSOCIATES CORP HDQTRS HANSEN WAY
09C1	01	WASTE DISPOSAL, INC.
09FY	01	WASTE DISPOSAL, INC.
09GF	01	WEST PLUME B - TUCSON
09ZZ	N/A	WHEATON PLASTICS
09Q1	01	WILLIAMS AIR FORCE BASE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 49 requests for documents, performed 449 database searches in SDMS-C, and provided 1,079 documents for EPA staff and other requesters.

Twenty-six indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on December 3.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 12.3 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 2,451 non-FOIA-related pages for EPA and other requesters, and sent approximately 2,305 pages off-site to a copy service. In addition, staff printed 520 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 16 requests for documents on CD-ROMs. 18,903 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

BELLOWS AIR FORCE STATION
BROWN & BRYANT, INC. (ARVIN PLANT)

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09QP	00	ALL METAL PROCESSING
09R6	00	CARSON RIVER MERCURY SITE
09R6	01	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES
091N	01	COOPER DRUM
09JT	00	CYPRUS TOHONO MINE
0963	00	GILA RIVER INDIAN RESERVATION
09NT	01	HIGHWAY I60/MILE 327 RADIATION SITE
09ZZ	N/A	HUGHES AIRCRAFT CO MSD DIV
0974	01	J.H. BAXTER & CO
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09ZZ	N/A	LAND BANK INVESTMENTS INTERNATIONAL
093Y	00	LAVA CAP MINE
091A	01	LEVIATHAN MINE
09M6	01	MEW STUDY AREA
09HY	00	MORNING STAR MINE
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09BC	01	OMEGA CHEMICAL CORP
09ZZ	NA	ORPHAN MINE
099K	01	PEMACO MAYWOOD
09JW	01	RIALTO COLTON PLUME
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0942	02	SOUTH BAY ASBESTOS
09M7	01	TRAVIS AIR FORCE BASE
096Y	01	TUCSON WEST CAP
09ZZ	N/A	UNITED STATES PRINTING INK CORP (LA)
09HS	00	VETA GRANDE MINING CO.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Omega Chemical Corporation 2005/2006 Oversight Costs Dispute Supplement 1 AR was compiled, copied, and sent to the repository on December 4

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Six work-performed compilations were created or updated during December for the following sites:

BROWN & BRYANT INC (ARVIN PLANT), OU 01 (SSID 09H2)
CYPRUS TOHONO MINE, OU 00 (SSID 09JT)
INDIAN BEND WASH NORTH, OU 01 (SSID 0920)
INDIAN BEND WASH SOUTH, OU 00 09G6
LAVA CAP MINE, OU 01 (SSID 093Y)
MONTROSE CHEMICAL CORP, OU 01 and 03 (SSID 0926)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 12 collections
Electronic files attached to E-mails: 28 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09QP	00	ALL METAL PROCESSING
09GU	00	ANACONDA COPPER CO (YERINGTON)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09JT	00	CYPRUS TOHONO MINE
0920	01	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
093Y	01	LAVA CAP MINE
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIONS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on December 27.
The PM held a Managers/Supervisors meeting on December 19.
The PM held an SDMS Department meeting on December 11.
The PM held a Cost Recovery Department meeting on December 11.
The RMS IV/Assistant Manager held a meeting with special projects staff on December 6.
The RMS IV/Circulation Department Supervisor held a departmental meeting on December 12.

The RMS IV/Head Indexer held a departmental meeting on December 10.

The PM continued to purchase supplies and/or equipment during the month.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, a Librarian IV gave SDMS-C training to ORC Law Clerk Ginette Chapman on December 10. The Librarian IV also gave Ms. Chapman a copy of the *SDMS-C Quick Reference Guide*.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On December 11, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV coordinated with EPA computer support contractor Steve Dunn to resolve errors with Microsoft Access applications in the Citrix environment. The problem was successfully resolved on December 14.

An RMS IV coordinated with EPA computer support contractor Vera Sheykheto to resolve errors with the Site Overview AR list. The problem was successfully resolved on December 6.

An RMS IV coordinated with EPA Telecommunications Specialists Jeff Tackett to resolve errors with the Symantec Anti-Virus weekly scan on the R9REC file server. The problem was successfully resolved on December 3.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on December 13.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in January.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

RMS II/Scanning Specialist Carmen Riel submitted her resignation effective December 31. Recruitment to fill this position has begun.

The RMS IV/Computer Support Supervisor completed interviews for the open IS III/Computer Support Specialist position. The successful candidate was ShaoHong Ling, who will begin on the contract on January 22.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 13 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 14 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,750	39.6	117.2

Inventories

Records Surveyed	Year to Date
31 LFT	84.7 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	0 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
47	3	0	0	10	0	0	3	63

VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on 12/3/07.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 12/14/07.

The Records Center Performance Measurement Reports were submitted to the TOAM on 12/4/07.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 12/03/07.

The semi-annual property inventory was completed and submitted to the TOAM on 11/20/07.

The *Circulation Department Procedures Manual and Document Processing Team Procedures Manual* was updated on December 28.

1.2 Close-Out of the Task Order

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

9,137 documents have been indexed and quality assured in SDMS-C as of 12/31/07.

2.2 Document Pick-up, Processing, File Management, and Storage

75 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 12/31/07.

21.6 lft. of records have been retrieved from the FRC in response to EPA requests as of 12/31/07.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 12/12/07.

2.3 Scanning

7,862 documents (219,371 images) have been scanned into SDMS-C as of 12/31/07.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 17 SCAP accomplishment documents as of 12/31/07.

2.5 Financial Documentation/Cost Recovery Packaging

25 Financial Cost Documentation Packages have been processed as of 12/31/07.

2.6 Recycling and Shredding

15.4 lft. of documents have been recycled/shredded as of 12/31/07.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

4,288 documents have been provided to EPA staff or the public as of 12/31/07.

93 site file indices/databases have been generated in response to EPA requests as of 12/31/07.

3.2 Freedom of Information Act (FOIA)

As of 12/31/07, circulation staff has provided support for 21 FOIA requests. Billing data for 42.1 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 9,919 non-FOIA-related pages for EPA and other requesters and sent approximately 13,019 pages off-site to a copy service.

3.4 CD-ROM Service

62 CD-ROMs or CD-ROM sets containing 162,591 images have been produced and supplied to EPA staff or the public as of 12/31/07.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

2 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 12/31/07.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

4 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 12/31/07.

4.2 Work-Performed Compilations

11 work-performed compilations have been completed as of 12/31/07.

4.3 Electronic Media and Microfilm Management

177 copies of special collections were produced in electronic format as of 12/31/07.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 12/31/07.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 12/31/07.

The PM continued to purchase equipment and supplies through 12/31/07.

Task 6: Training and Orientation

ORC Law Clerk Ginette Chapman was provided SDMS-C training on 12/10/07.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 12/11/07.

Assistance with technical problems was provided to EPA staff person Letitia Moore on 11/20/07.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 11/15, and 12/13/07.

The PM attended the national SDMS meeting in Atlanta, Ga. on October 16-17.

A summary report on the national SDMS meeting in Atlanta, Ga. was submitted to the TOAM on 10/31/07.